



St Leonard's College
An education for life.

Teaching Staff Position Description

Position Title:	Early Childhood Educator
Dated:	September 2020
Reports To:	Director of Early Learning Centre (ELC)
Prepared by:	Head of Human Resources

Position Purpose

The role is for an Early Childhood Educator who is inspired by the practices of Reggio Emilia.

Position Status

Currently there are two contract full time positions replacing staff members on leave, commencing Wednesday 20 January 2021, new staff induction day, currently for a period of 12 months.

The Early Childhood Educator will report to the Director of the Early Learning Centre, for day-to-day activities and to the Head of Junior School, but as with all positions at St Leonard's College, they are ultimately responsible to the Principal.

Overview of the Position

This position in the Early Learning Centre at the College will be working with students in either the ELC 3 or ELC 4. The program adheres to the Early Years Learning Framework and the International Baccalaureate Primary Years Program. The Early Learning Centre has been purpose-built for ELC education.

All Educators are expected to attend staff meetings and other meetings for staff as arranged. There is also an expectation that all members of the teaching staff (including ELC Educators) will attend the major school functions of the year which are: staff conferences (held at the beginning of the year, July and December), the Annual Community Day Fair traditionally held on a Saturday in March/April, professional learning and faculty days, the appropriate speech night(s), and the appropriate parent/teacher interview evenings and information sessions. In addition, Early Learning Educators are expected to attend professional and social activities associated with the Early Learning Centre.

The person will:

- be responsible for pastoral care and learning of each individual child
- create a positive learning environment, actively engage children in the learning process and use a variety of teaching strategies to cater for different learning styles
- display a supportive and respectful attitude to children and their families
- continue to develop understanding of the Reggio Emilia philosophy promoting a strong image of the child, with staff, parents and the St Leonard's community
- demonstrate best practice in provoking children's thinking in the form of research projects
- foster an environment that empowers children to convey their understandings through the many forms of expression
- share the importance of documentation in developing curriculum, assessment and making learning visible to parents and the community

- participate in an ethos of collaboration and teamwork amongst the children, the staff and the parents
- consider themselves to be a teacher, a learner and a researcher
- have a sound knowledge of the Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011, reference www.acecqa.gov.au/national-quality-framework
- have a comprehensive understanding of the Early Years Learning Framework

The person will also listen actively and give appropriate responses to children and parents, demonstrate good interpersonal and negotiation skills, use developmentally appropriate management strategies, encourage cooperation between the children, motivate the children effectively, listen and respond to children's questions and answers and support problem solving and independent thinking in children. Establishing positive relationships with all children, interacting warmly with children, fostering an understanding, respect and acceptance of families' beliefs and values, valuing parental contributions to the program and working as a team member are also expected.

Duties and Responsibilities

- To work cooperatively with colleagues in the Early Learning Centre.
- To carry out tasks which are important for cleanliness and organisation of the Centre.
- To carry out tasks which are important for the physical care of the children.
- To communicate with and support parents. This will be done through procedures such as 'Journal of the Day'.
- To provide active, caring and efficient supervision of children.
- To direct and supervise children in all aspects of behaviour management.
- To support a planned program which is inclusive of all children. Consideration must be given to factors such as culture, ethnicity, gender and additional needs. The program will be developmentally appropriate and include objectives for individual children.
- To work within the guidelines of the National Quality Framework and complete the necessary administrative work required for your program.
- To liaise with staff as necessary in the area of Music, Art, Sport, cultural awareness, creative movement and the Library.
- To maintain an up to date Professional Learning journal.
- Write an annual report for each child and/or a prep transition statement for each child in their class.
- To organise project celebrations at night so that they are more inclusive of the wider community.
- To attend all functions directly related to the Early Learning Centre.

Qualifications and salary

Must hold an approved early childhood teaching qualification and VIT (Victorian Institute of Teaching) Early Childhood Registration.

Teachers in the Early Learning Centre are paid according to *St Leonard's College Agreement 2020*, Teachers' salary classification.

General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide an Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

- The College:
 - is an equal opportunity employer
 - complies with the requirements of the Privacy Act
 - has a strong commitment to Health Safety and Wellbeing
 - will not tolerate harassment of any kind

- College Standards - all staff are expected to actively support the following standards:
 - Communication – effective, helpful and positive
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support
 - Accountability – we do our work with honesty, integrity and enthusiasm
 - Performance – we perform to the best of our ability
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

Child Safe Responsibilities

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safe Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.